

Chesham Bois Parish Council

Minutes of the Council Meeting held at the Parish Office, Glebe Way, Chesham Bois at 8.00pm on Monday 14th March 2022

PRESENT: Cllr D Conway Read (Chair), Cllr R Heath, Cllr S Staite, Cllr J Bailey, Cllr D Buckingham, Cllr J Harris, Cllr D King, Cllr P Eckersall, Cllr L Winrow, Cllr A King, Cllr C Baldwin

IN ATTENDANCE: Ms A Dealey (Clerk)

74.1 Questions and Comments from the Public None received

74.2 Apologies for Absence. None received

74.3 To Receive Declarations of Interest or Dispensations Relating to this Meeting.

None received

74.4 To Approve the Minutes of the Council Meeting held on 14th February 2022

Minutes were approved.

74.5 Chair's report

Chair's report was noted.

a) Council resolved that Clerk had completed probationary period and was confirmed in post.

74.6 Clerk's Report

The Clerk's report was noted.

a) Council approved the appointment of an internal auditor

Action: Clerk

b) Council approved the Financial Regulations

c) Council agreed in principle to move to new accounting software package but voted to request a report from the Finance WG with their detailed recommendation for consultation at the next Council Meeting. 8 votes for, 3 abstentions.

d) Council agreed in principle to approve the purchase of Epitaph software for management of the Burial Ground but voted to request a report from the Finance WG with their detailed recommendation for consultation at the next Council Meeting. 8 votes for, 3 abstentions.

Action: Finance WG

74.7 Finance

a) The Chair's report was noted.

b) Financial reports from DCK were noted.

c) Payments were approved

d) Council resolved to approve to increase Clerk's pay and make a payment for back pay in line with the NALC 20-11 National Salary Guidance

It was confirmed the accounts would be brought in-house. DCK to complete year end work. Once new accounting software in place DCK to be given one months' notice.

It was noted that there had been an overspend on the Administration budget. Council agreed a virement from the Common and Woodland budget of £3,000 to Administration.

Action: Finance WG

74.8 To Receive Reports from Working Groups

a) *Burial Grounds Management WG Chair's Report*

Chair's report was noted:

- i) Council resolved Burial Ground tidy-up to take place on 10th September 2022
- ii) Council resolved Annual Heritage Open Day at the Burial Ground for 17th September 2022
- iii) Council resolved Burial Chapel to be open on 4th December between 2 pm and 4 pm during National Grief Awareness Week.
- iv) Council agreed that the Chapel could be open during the annual Snowdrop event for Child Bereavement UK in February next year but not for fundraising purposes. It is outside the remit of the Council to raise money for charity.
- v) Recent incidences of anti-social behaviour in the Burial Ground were noted. No changes to bylaws were required. The roadway had been closed at the top of the Burial Ground with cones and signage to prevent unauthorised access. WG to look into possibility of CCTV. **Action: BGMWG**
- vi) Council unanimously agreed to remove the offer to purchase bird, bat or insect habitat boxes as part of the Memorial Fees with immediate effect. These items require considerable maintenance. Reinstatement will be considered after the forthcoming wildlife survey.
- vii) The question was raised as to why the BGM WG turned down the offer of filming of the Burial Ground as part of a forthcoming documentary on natural burial sites around London. This was decided as the WG do not want the Burial Ground to be seen as a burial ground for the London area.

b) *Common, Woodlands and Burial Ground Maintenance:*

Chair's report was noted:

- a) Council resolved to accept the quotation received for the repair of the damaged railings at the Burial Ground in the sum of £4,430 plus VAT. **Action: Clerk**
- ii) Tenterden Spinney – Quote received from South Bucks Tree Surgeons for work to trees. The trees are regularly inspected. The most recent survey did not recommend any remedial work. Council is only responsible where safety is an issue. Clerk to write to resident and tree surgeon to confirm permission should be sought before quotes are requested or tree work is carried out. **Action: Clerk**
- iii) Revised contract has been sent to Bucklands. Council agreed the area of Anne's Corner and North Road would form part of a trial biodiversity area. Clerk to write to residents to advise them to cease mowing of this area. **Action: Clerk**

c) *Environment and Sustainability WG Chair's Report*

Chair's report was noted:

- i) Council approved the plan for the 'Wild Nature' Photograph Competition for Chesham Bois schoolchildren.
- ii) Management of verges – correct process to be established with Transport for Bucks **Action: E&SWG**

d) Transport:

The Chair's report was noted

- i) The contract for Chesham Town Council is due for renewal. Schedule for grass cutting of verges to be agreed. Where verges are to be cut less frequently, residents to be advised. Transport WG will provide recommendation for approval at next meeting.

Action: Transport WG

- ii) Chesham Town Council contract cost increase to £6,136 for forthcoming year. Transport WG to provide recommendation for approval at next meeting.

Action: Transport WG

e) Village Community

- i) Posters have been created for the Common Clear-up on 2nd April. Councillors to put up posters around the village.

Action: All Councillors

- ii) Stalls confirmed for Jubilee Village Fete on 11th June. Programme of events to be confirmed.

Action: Village & Comm WG

74.9 Planning Committee

- a) The minutes of the Planning Committee meeting on 28th February 2022 were noted and approved.

The meeting closed at 9.45 pm